

NEWPORT NEWS REGIONAL LOCAL HUMAN RIGHTS COMMITTEE (NNRLHRC)

Draft - MINUTES

PRESENT:	
Deborah Elliott	LHRC Member, Co-Chair
Robin Rukin	LHRC Member, Secretary
Timothy Jones	Office of Human Rights
Robyn Gomez	Five Star Living
Jaclyn Kahele	Five Star Living
Maria Parker	C.A.T.C.H
Valdimir Handy	Inner Circle
Ernest Farrell	Residential Living Options
Barbara Farrell	Residential Living Options
Matthew Bradley	Heart & Soul
Kimberly Shamlee	Heart & Soul
Juanita Austin	Guiding Young Girls
Clarence Mayo	Faith Hope Care Provider
Ray Price	Chessen and Associates
Carey Chappell	Newport News Behavioral Health Center
Jill Adrian	Newport News Behavioral Health Center
Christopher Taggart	Cornerstone Support Services
Sueann Anderson	Brighter Futures
ABSENT:	
Felicia Tyler	LHRC Member, Chair
Robert Thompson	LHRC Member
Pierre Ames	Opportunities for Growth

I. CALL TO ORDER

The meeting was called to order by Ms. Elliott, Co-Chairperson at 2:00pm.

II. REVIEW OF THE MINUTES

The minutes for the January 14, 2014 meeting were reviewed by the committee; however no motion for approval due to not having a quorum.

III. OLD BUSINESS: None

IV. NEW BUSINESS:

Topic: Residential Living Options presenting a request to add skilled nursing and day support to their current program.

Action: No motion for approval by the committee, due to not having a quorum. However, Mr. Jones, OHR advised Residential Living Options that they needed to complete the Human Rights Verification Form, (located at: <https://www.dbhds.virginia.gov/documents/HumanRights/ohr-form-Provider-Verification.pdf>) and submit to Ms. Margaret Walsh, Director Human Rights along with a copy of their policies. Ms. Walsh will send a letter back stating to seek affiliation. Submit the letter to Mr. Jones at the OHR.

V. ADVOCATE'S REPORT

Mr. Jones stated that all affiliates should be aware and using the Comprehensive Human Rights Information System (CHRIS) and the new quarterly reports. Mr. Jones provided Ms. Adrian with step by step CHRIS instructions. The email was disseminated to the affiliates by Ms. Adrian on April 3rd. If you are a licensing provider you need to print out a CHRIS report for abuse and compliance.

CHRIS has been discussed since July 2013. It is the responsibility of the affiliates to start using the new system. If an affiliate runs into a problem with their CHRIS reports contact Mr. Jones and OHR. If the issue has to do with your CHRIS log in contact Susan Tinsley, Margaret Walsh or go to <https://www.dbhds.virginia.gov/CHRIS%20Help.htm>.

As a reminder from the last meeting: CHRIS would be compatible with Internet Explorer 8, 9 & 10, Google Chrome, and FireFox. CHRIS works best on Internet Explorer and it is also the standard browser. If providers are using Internet Explorer 11, it should be fine; however if complications occur they should downgrade to Internet Explorer 10.

The CHRIS report categorizes everything; however there is an issue. All cases are reflecting but the ones that are substantiated are not giving the number of substantiated cases. The affiliates will need to know and indicate the number of cases that were substantiated. This issue has been forwarded to Margaret Walsh and also IT.

Mr. Jones stated to the affiliates not to send in their quarterly reports until the quarter has ended. This is to insure all data had been entered for the quarter and the reports are complete.

A consumer board member has been selected for NNRLHRC. The individual will be appointed at the next SHRC, April 18, 2014. However, Ms. Deborah Elliott who currently resides on our board; this will be her last LHRC.

VI. STANDING REPORTS

Topic: **General Information**

Discussion: Affiliates were asked to bring any issues that include resident information to be heard in closed session. The following affiliates read aloud their quarterly reports to the board members and OHR:

- Brighter Futures
 - CHRIS report needs to be included at the July meeting.
- Chesson and Associates
 - New quarterly report needs to be used at the July meeting.
 - CHRIS report needs to be included at the July meeting.
- C.A.T.C.H
- Cornerstone Support Services
- Faith Hope Care Provider
 - CHRIS report needs to be included at the July meeting.
- Five Star Living
 - Provide an updated Cooperative Agreement with the representative(s) that will be attending the NNRLHRC speaking on the behalf of Five Star Living.
- Guiding Young Girls

- Cannot use alternative restraint methods without approval of the NNRLHRC. Needs to be presented at the July meeting with the proper documentation presented to the board members prior.
- Inner Circle
- Heart & Soul
- Newport News Behavioral Health Center
- Residential Living Options
 - CHRIS report needs to be included at the July meeting.

VII. PUBLIC COMMENT

Ms. Deborah Elliot spoke to the committee and handed out flyers about the upcoming Region 5 Mental Health Wellness Workshop. The Workshop is being held at Eastern State Hospital Friday, May 9, 2014 at 9:30am – 12:00noon.

VIII. CLOSED SESSION

Motion: At 2:45pm, R. Rukin moved that the NNRLHRC go into executive session, pursuant to Virginia Code 2.2-371(A), for the protection of privacy of individuals and their records in personal matters not related to public business, namely to review serious incidents from Cornerstone and Newport News Behavioral Health Center, pursuant to the regulations. D. Elliot seconded the motion.

IX. RECONVENED IN OPEN SESSION

Motion: At 3:40pm, a motion was made by D. Elliot to reconvene into Open Session. Motion seconded by R. Rukin and certified to the best of their knowledge only private business matters lawfully exempted from statutory open meeting requirements, and only private business matters identified in the motion to convene the executive session were discussed in executive session.

X. LOCAL HUMAN RIGHTS COMMITTEE RECOMMENDATIONS

Cornerstone – No Recommendations

Newport News Behavioral Health Center – No Recommendations

XIII. NEXT SCHEDULED MEETING

The next regular NNRLHRC meeting is scheduled for Tuesday, July 8, 2014 at 2:00pm at Newport News Behavioral Health Center. Refreshments provided by Residential Living Options.

XIV. ADJOURNMENT

Ms. Elliot adjourned the meeting at 3:34pm

RESPECTFULLY SUBMITTED: Deborah Elliott, Co-Chairperson

DE/jma